

State Agency Waste Management Annual Report for

California Department of Transportation, District 1 (352)  
2003 - Annual Report

## Annual Report Summary -

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### Part I

State Agency Name: California Department of Transportation, District 1  
Address: 1656 Union Street Eureka, CA 95501  
Director: M. Timothy Fisher  
Title: Deputy District Director  
Recycling Coordinator: Debbie Butler  
Address: 1656 Union Street Eureka, CA 95501  
Work Phone: (707) 441-5818  
Fax Number: (707) 441-5871  
Email Address: Debbie\_Butler@dot.ca.gov  
Total Employees: 586  
Total Vistors, inmates, etc : 1,923,788

### Part II

Verified	District Office Complex 1656 Union Street Eureka, CA 95501 Number of Employees: 245	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Equipment Shop I 1650 Albee Street Eureka, CA 95501 Number of Employees: 13	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	District Lab 1726 Albee Street Eureka, CA 95501 Number of Employees: 7	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Bracut Maintenance Office 6100 North Highway 101 Eureka, CA 95501 Number of Employees: 1	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Drill Crew Office 1637 Union Street Eureka, CA 95501 Number of Employees: 4	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Traffic Electrical 1726 Albee Street Eureka, CA 95501 Number of Employees: 2	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Idlewild)	Debbie Butler

	15600 Highway 199 Gasquet, CA 95543 Number of Employees: 8	1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Willits) 21340 Baechtel Road Willits, CA 95490 Number of Employees: 10	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Ukiah) 90 West Lake Mendocino Drive Ukiah, CA 95482 Number of Employees: 29	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Crescent City) 711 Highway 101 North Crescent City, CA 95531 Number of Employees: 12	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Fortuna) 1924 Smith Lane Fortuna, CA 95540 Number of Employees: 10	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Bridgeville) Highway 36 Bridgeville, CA 95526 Number of Employees: 10	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Manchester) Highway 1 Manchester, CA 95459 Number of Employees: 8	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Booneville) Highway 128 Booneville, CA 95415 Number of Employees: 10	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Clearlake) 13070 East Highway 20 Clearlake, CA 95442 Number of Employees: 11	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Garberville) 1500 Redwood Drive Garberville, CA 95542 Number of Employees: 11	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Leggett) Highway 271 Leggett, CA 95585 Number of Employees: 12	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Fort Bragg) 925 No. Franklin Fort Bragg, CA 95437 Number of Employees: 9	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Orleans) Highway 96 Orleans, CA 95556 Number of Employees: 9	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Lakeport) 3218 Hill Rd. East Lakeport, CA 95453 Number of Employees: 9	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871

		Email: Debbie_Butler@dot.ca.gov
Verified	Maintenance Field Office (Willow Creek) Highway 96 Willow Creek, CA 95556 Number of Employees: 10	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Shop (Ukiah) 3290 North State Street Ukiah, CA 95482 Number of Employees: 6	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Eureka) 5601 Spruce Point Eureka, CA 95501 Number of Employees: 8	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Crescent City) 700 Park Place Crescent City, CA 95531 Number of Employees: 6	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Redwood Valley) 20 West School Way Redwood Valley, CA 95470 Number of Employees: 5	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Hopland) 18950 S. Highway 101 Hopland, CA 95449 Number of Employees: 4	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Hydesville) 3575 Johnson Road, Suites 1 & 2 Hydesville, CA 95547 Number of Employees: 3	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Leggett) 68601 N. Highway 101 Leggett, CA 95585 Number of Employees: 5	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Fort Bragg) 510 South Main Street Fort Bragg, CA 95437 Number of Employees: 6	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Clearlake) 15513 40th Avenue Clearlake, CA 95442 Number of Employees: 5	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Del Norte County Rest Stop (Collier Tunnel) 3 miles south of Oregon State Line Collier Tunnel, CA 95543 Number of Employees: 0	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Humboldt County Rest Stop (Trinidad) 0.5 miles south of Patrick's Point U.C. Trinidad, CA 95570 Number of Employees: 0	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Humboldt County Rest Stop (Trinidad) 0.5 miles south of Seawood Drive U.C. Trinidad, CA 95570 Number of Employees: 0	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Mendocino County Rest Stop (Empire Camp)	Debbie Butler

	9.0 miles south of Leggett Empire Camp, CA 99999 Number of Employees: 0	1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Mendocino County Rest Stop (Irvine Lodge) 7.9 miles south of Laytonville Irvine Lodge, CA 99999 Number of Employees: 0	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Mendocino County Rest Stop (Moss Cove) 10.5 miles south of Laytonville Moss Cove, CA 99999 Number of Employees: 0	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Arcata) 5065 Boyd Road Arcata, CA 95521 Number of Employees: 6	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Caltrans Annex 1835 6th Street Eureka, CA 95501 Number of Employees: 42	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Caltrans Fairhaven Office 1900 Ben Dixon Road Samoa, CA 95564 Number of Employees: 42	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
Verified	Construction Field Office (Old Town) 930 3rd Street Eureka, CA 95501 Number of Employees: 8	Debbie Butler 1656 Union Street Eureka, CA 95501 Phone: (707) 441-5818 Ext: Fax: (707) 441-5871 Email: Debbie_Butler@dot.ca.gov
<b>Total Employees: 586</b>		

### Part III Section 1

#### Summary of program information entered to date.

##### Diversion Calculations

Program	Existing	Planned/ Expanding	Tons
Business Source Reduction	X		0.360
Material Exchange	X		0.107
Beverage Containers	X		19.581
Cardboard	X		5.030
Glass	X		3.744
Newspaper	X		0.480
Office Paper (white)	X		71.700
Special Collection Events	X		0.431
Food waste composting	X		1.200
Tires	X		46.440
White/brown goods	X		194.160

Scrap Metal	X		85.000
Wood waste	X		358.000
Concrete/asphalt/rubble (C&D)	X		23,146.000

**Total Tonnage Diverted** **23,932.233**

Total Tonnage Disposed 1,028.200

**Total Tonnage Generated** **24,960.433**

**Overall Diversion Percentage** **95.9%**  
(Tonnage Diverted / Tonnage Generated)

Hazardous Materials (Programs not included in calculations)				
Program	Existing	Planned/ Expanding	Tons	
Batteries	X		(5.655)	
Used Oil/Antifreeze	X		(18.890)	
Other Hazardous Waste	X		(19.130)	

## Part III Section 2

This section of the annual report presents the methods in which your agency informed both employees and customers served that a recycling program was being implemented. Below are identified the programs you reported were continued or implemented during 2003.

1. Brochures, Newsletters, Publications
2. Office Paper Recycling Guide
3. Fact Sheets
4. Outreach (technical assistance, presentations, awards, fairs, field trips)
5. Seminars

6. Workshops
7. Waste Information Exchange

### Part III Section 3

#### Procurement Activities Implemented in 2003

This section of the annual report presents your compliance with the State Agency Buy Recycled Campaign (SABRC). The activities identified below were reported as implemented or continued during 2003. (Note: Completing this section does not meet the [SABRC reporting requirements](#) (PCC Section 12162(b)).

1. Department-Wide Recycled-Content Procurement (RCP) Policy
2. Department-Wide Automated Procurement Tracking System
3. Annual Submittal of SABRC Report
4. Proactively Working With RCP Suppliers
5. Joint Purchase Pools

### Part IV

1. **Is the mission statement of the State agency/large State facility the same as reported in the previous year?**  
Yes

**If No, what is the new mission statement?**

2. **How has the waste stream (i.e. those materials disposed in landfills) changed since the Integrated Waste Management Plan was submitted? (Changes include kinds and quantities of materials disposed in landfills.)**

The waste stream should begin to decrease since the Integrated Waste Management Plan has been submitted. This is due to new waste diversion programs that have been put into practice along with more accurate reporting since the implementation of the Integrated Waste Management Plan.

3. **Summarize what [waste diversion programs](#) were continued or newly implemented in 2004.**

At the District Offices, Headquarters, and the larger field offices, typical office supplies, furniture, and equipment are recycled. For example, white paper, mixed paper, beverage containers, cardboard, beverage containers, toner cartridges, are diverted. At some of the smaller field offices, the employees are encouraged to

recycle the above-mentioned materials, but because of their location or relatively small amount of waste generated, are not always tracked and therefore may not be included in the report. When appropriate, office furniture and computer equipment are donated to charitable organizations.

Another source of material that Caltrans generates is a result from our construction and maintenance projects. This construction and demolition (C & D) waste debris can vary in type and amount depending on project description and location. Typical C & D waste debris may include concrete, asphalt, steel, guard railing, and vegetation. Even though much of this material is being diverted from the landfills, the process to capture this information for all projects is still being developed. So, for the 2003 AB 75 Report, one construction project per district was selected to determine the amount of C & D waste debris disposed of and diverted from landfills. The intent is to have information from all construction projects and maintenance operations report on their recycling activities in the future.

Other types of materials that are generated by the Department are a result of the fleet of vehicles owned by Caltrans. Some of these materials include motor oil, engine lubricants, anti-freeze, tires, and solvents. Even though these waste materials do not count towards AB 75, they still do get recycled. Over the years, the Department has undergone a significant move to lower emissions from our vehicles. Caltrans has termed this "Greening the Fleet". More information on this can be found at <http://www.dot.ca.gov/hq/eqsc/CleanAir/greenfleet.htm>.

4. **How were the tonnages determined for the materials disposed and diverted? (e.g. waste assessments, per capita generation and extrapolation, actual disposal weights, or actual recycling weights)**

Amounts of materials disposed and diverted were determined by a variety of methods. For materials generated within the District Offices and Headquarters, which were recycled, the documentation was achieved by reviewing the actual receipts from the independent vendors who supply this service. In cases where obtaining actual receipts was not feasible, estimates were used by extrapolating the size and weight of containers and multiplying by the frequency of service. For materials, which were disposed of, the primary source for documentation was to extrapolate by determining the approximate average weight of the material in the disposal containers multiplied by the frequency of service. For determining the weights of the C & D debris the construction contractor supplied Caltrans with the information based on weight tickets and receipts. Weight conversion charts from the CIWMB were also used to convert volumes to tons.

5. **What types of activities are included in each of the reported programs? (The following link of [category definitions](#) may assist you in answering this question.)**

Activities included in each of the reported programs include:

Business Source Reduction - The Department does encourage the use of email, double-sided photocopying, reuse of envelopes, reusable boxes, laundered shop rags, and paper form reduction.

Material Exchange - 2003 report included the donation of computer and electronic equipment to a computer refurbishing business. Scales from our Materials Lab were also donated.

The 2002 report included 10 very large Lab ovens and much more lab equipment that was donated. In addition, many more computers (not including monitors) were donated to schools. This accounts for the weight difference between the current report and the 2002 report.

Beverage Containers - Our Adopt-A-Highway Coordinator has increased collection of beverage containers by utilizing various community organizations such as the Shriners to collect containers at our rest stops and maintenance field offices. Beverage containers are also recycled by our Cafeteria Manager and by staff in the

District Office. Recycling containers are throughout our building.

Cardboard, Newspaper - Continued collection by local recycling companys at the District Office and Maintenance field offices.

Glass - Salvage glass collected by Maintenance field offices and recycled on an ongoing basis. Less collection of glass reported last year in previous report.

Office Paper - Continued collection of both sheets and shredded office paper at all office locations within District 1.

Scrap Metal - Includes damaged highway signs, metal beam guard rail, metal culvert pipes, etc. These items are routinely collected at our Maintenance Yards and Bracut warehouse and picked up by a local scrap and salvage company.

Special Collection Events - this program is the collection of previous year telephone books.

Food Waste Compound - District 1 Cafeteria Manager has implemented a food composting program increasing the tonnage reported for this program.

Tires, Woodwaste, White brown goods - Equipments shops and Maintenance filed offices continue to collect tires and

woodwaste.. White and brown goods are compromised mostly of discarded furniture dumped along the highway.

Concrete/Asphalt/Rubble - Recycling and reuse of asphalt primarily by Maintenance forces. Concrete and rubble generated primarily by Construction operations and reused and recycled by both the Construction offices and the contractor.

6. **Has the State agency/large State facility adopted or changed its waste reduction policy?**

No

**If Yes, what is the new waste reduction policy?**

7. **What resources (staff and/or funds) did the State agency/large State facility commit toward implementing its Integrated Waste Management Plan in 2004 to help meet the waste diversion goals?**

The Department has identified one recycling coordinator in each district and at headquarters along with a Resource Conservation Senior in the Headquarters Resource Conservation Branch. No additional PY's were allocated for these positions. The recycling coordinators have the responsibility to report on AB 75 in addition to their prior duties.